

**DRAFT  
OUTLINE  
STATE PLAN  
DUE OCTOBER 1, 2000**

(REQUIRED INFORMATION PER *TIPS FOR PREPARING YOUR STATE PLAN*)

**I. AGENCY RESPONSIBLE FOR REPORTING:**

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**II. COLLABORATION WITH INSTITUTIONS OF HIGHER EDUCATION:**

Kansas has 22 colleges and universities with approved professional education programs. In **December, 1999** each institution was asked to designate a Title II contact person and provide us with their e-mail address (attachment 1). We have used e-mail to keep the Title II contact person and the head of the education unit from each institution informed of all Title II updates. All institutions in the state have been encouraged to participate equally.

**February, 2000** - The State Department of Education invited each Title II contact person and the head of the education unit from each institution to a meeting (attachment 2 – participant list) to discuss the second draft of the reporting method. The purposes of the meeting were to (1) present an overview of the reporting method and (2) elicit concerns and questions from participants that would be included in a written response to the federal government regarding the proposed reporting method for Title II. Following this meeting several letters were sent to the Office of Information and Regulatory Affairs in Washington DC (attachment 3).

**March, 2000** – Each institution was contacted via e-mail and provided with a preliminary list of data that would be needed to complete the Institution Report Card (attachment 4). At their request individual institutions were visited by a member of the Teacher Education Team to assist with database setup and answer question regarding Title II implementation (attachment 5 – travel itinerary).

**August, 2000** – The State Department of Education again invited each Title II contact person and the head of the education unit from each institution to a meeting (attachment 6 – participant list). The purposes of the meeting were to (1) review ETS reporting procedures (2) answer questions and clarify the definition of “program completer” and other terms (3) discuss types of supplemental information to include in the reports (4) begin defining the criteria for low performing institutions and (5) discuss quality control procedures. Following the meeting each institution completed a short survey(attachment 7).

**September 12, 2000** – A draft of the State Plan, prepared by the Title II consultant, was sent via e-mail to all IHE’s for review and comment.

**October 3 -5, 2000** – State Department of Education’s Annual Meeting of Unit Heads and Certification Officers was held in Topeka. A presentation was made by the Title II consultant (attachment). This was the last opportunity to discuss/clarify program completers or other issues before the October 12 data entry deadline. A copy of the **State Plan** was distributed and discussed.

**February, 2001** – The State Department of Education will invite each institution to a meeting to discuss specifics of filing their report in April. Also, final discussion and decisions will be made on what should be included as supplemental information at each reporting level and the definition of low performing institutions.

### **III. Describe the Key Components of Your State’s Title II Reporting System:**

#### **Institutions**

##### **Definitions**

**Teacher Preparation Programs** – *State approved course of study. Completion signifies enrollee has met state educational requirements for initial certification.* Kansas requires each Higher Education Institution that recommends candidates for certification to be accredited and to have an approved course of study on file with the Kansas Department of Education.

**Program Completer** – *A person who is documented as having met the requirements of a state-approved teacher preparation program. Recommendation for state certification may NOT be used as a criterion for determining who is a program completer* Each institution in Kansas is responsible for identifying its own program completers. The August 18 institutional survey indicates each institution in the state is comfortable with the definition and can identify correctly individuals that meet the correct criteria.

**Alternative Route To Certification** – *As defined by the state.* Kansas does not recognize any alternative routes to certification.

**Regular Teacher Preparation Program** – *Any teacher preparation program that is not an alternative route to initial certification.* Kansas has 22 accredited institutions that provide teacher preparation for initial certification.

**Waiver** – *Any temporary or emergency permit, license, or other authorization that permits an individual to teach in a public school classroom without having received an initial certificate or license from that state or any other state.* Kansas does not allow any person to teach in a public school classroom that has not completed an initial teacher preparation program. Kansas issues “emergency substitute” certificates to individuals that either hold a baccalaureate degree or have completed 60 semester hours of college credit from an accredited college. The emergency substitute –baccalaureate is limited to no more than 30 days in the same assignment. The emergency substitute – 60 semester hours is limited to no more than 15 days in the same assignment and 60 days total in the same semester.

#### **Quality Control Procedures**

**Pass Rates** - Kansas will use ETS to calculate pass rates. Each institution will have several opportunities to review and edit the program completer list. The State of Kansas will closely monitor the entire process and perform random spot checks.

**Program Completers** – KSDE will make random site visits to review institutional files and check for accuracy of program completer lists. We will review certification requests and program completer compliance within our state data base. A data comparison will also be made against the Institutions Annual Report.

#### **IV. Pass Rates:**

ETS has been selected by the State of Kansas as the responsible agent for calculating pass rates. Kansas does not allow alternative routes for certification.

\*Required information for ETS to match test results with the names of program completers includes:

*Name (first, middle, and last)	*Social Security Number
Other Name (maiden, married)	PRAXIS Candidate ID Number
*Address	*Institutional Code
*Date of Birth	*Certification Code

ETS will compare the institutions program completers list with its data base and search for all identifiable matches over the past five years. Institutions will have a chance to verify the match before PASS rates are calculated.

#### **Time Line**

July 1 – June 30 – Academic Year

June 30 – October 12 - IHE's collect and organize data on cohort group for academic year

October 12, 2000 – Deadline for institutions to provide ETS with cohort list and demographics

November 1, 2000 - Last date to review submitted data for demographic errors

November 27 – December 10, 2000 – Institutions review data matches on ETS Website

December 10 – Last date for institutions to make changes without additional charge

February 14, 2001 – ETS will send PASS RATE reports to institutions and copy to state

April 7, 2001 - Institutional Report Due. Must be submitted to Kansas State Department of Education.

The attached Flow Chart (page 21 of the Reference and Reporting Guide) demonstrates the procedures the State of Kansas, its 22 IHE institutions and ETS will use to communicate.

#### **V. Pass Rates (continued):**

Since May 1986 applicants for an initial Kansas teaching certificate have been required to achieve passing scores on the Professional Knowledge (PK) portion of the National Teacher Exam. On July 1, 1999 a new test of pedagogical knowledge was adopted. Kansas now requires passing scores on both the Pre-Professional Skills Test (PPST), a test of basic skills in reading, writing, and mathematics and the Principles of Learning and Teaching (PLT), a test to measure general pedagogical knowledge at three grade levels: K-6, 5-9, and 7-12. Applicants choose the assessment level appropriate for their educational training. Candidates that successfully completed the Professional Knowledge (PK) portion of the Core Battery prior to July 1, 2000, may substitute the PK score in place of the PLT. Minimum acceptable scores i.e. cut scores for each assessment are:

PPST (Basic Skills)

Reading – 173

Math – 174

Writing – 172

PLT- 161 or the PK – 642

An initial candidate for certification (attachment license/certification codes) is one who completes an approved teacher preparation program and passes all required tests. The candidate would usually be

recommended for a standard 3 year certificate or a 3 year vocational certificate. Under unusual circumstances our certification requirements allow for a one year nonrenewable certificate or a five year standard substitute certificate. To be valid, a Kansas teaching certificate requires specific program endorsements. The higher education institution is responsible for recommending endorsement areas determined by completion of the candidates program of study. Attachment # lists approved endorsement areas by institution.

ETS has given Kansas institutions two options to use when submitting the names of their program completers. The first option is to enter program completers and demographic information directly online via their Website. The second option is to send a fixed format, flat file in ASCII directly to ETS on a diskette (attachment – configuration requirements). ETS will upload the data and make the information available to edit via their Website. ETS will send institutional data and pass rates back to the institutions via regular mail.

## **VI. Miscellaneous Required Information**

**ACADEMIC YEAR:** July 1 – June 30. To determine the academic year, each higher education institution was allowed one vote at a meeting held on August 18. The date was selected on a 13-6-2 vote.

**CLOSURE DATE:** August 31. ETS determined this date.

**TEST SCORE REPORTING DATE:** The ETS test administration date. This definition was accepted by unanimous consent based on ETS recommendation at the August 18, 2000 meeting.

**PASS RATES:** Please refer to sections IV and V of this report for complete documentation of the process institutions will follow to actually receive pass rates based on a program completer cohort list. Should a disagreement arise between ETS and the institution the Title II consultant for Kansas State Department of Education will act as arbitrator.

**SUPPLEMENTAL INFORMATION –** Each Kansas institution is encouraged to develop supplemental information for publication at three levels: local, state and federal. We are in the process of setting up a web address for institutions to enter ideas for possible inclusion as supplemental material. Ideas from the Aug 18 meeting include: mission statement; student population; cultural differences, endorsement areas and course requirements; # of candidates hired during 1<sup>st</sup> year of eligibility; retention rate; Nationally Board Certified teachers; and testing requirements. Decisions on appropriate levels of inclusion will be made at our February 2001 meeting.

Kansas will require each institution to report testing requirements for admittance and program completion. At the state level, we will include information on **LICENSURE REDESIGN** (attachment) and certified personnel (attachment).

## **VII. Low-Performing Institutions**

Kansas is still in the process of developing criteria to identify Low-Performing Institutions. Discussion among the IHE's is leaning toward a rubric tied to accreditation standards. We will finalize the definition at the IHE meeting in February 2001. Kansas will also be identifying high-performing institutions in its state report.

Kansas already provides technical assistance to institutions with accreditation issues. A plan is being developed to provide Institutions defined as either "low-performing" or "at risk" with similar assistance.